



Town of Buckeye Human Resources Department JOB POSTING

019-07 RISK & SAFETY COORDINATOR

NUMBER OF VACANCIES: 1

DEPARTMENT: Human Resources

PAY GRADE: 62 Exempt

DAYS WORKED: Monday - Friday

TYPE OF POSITION: Full-Time – Classified

POSTING DATE: February 26, 2007

WORK LOCATION: 508 E. Monroe

SALARY RANGE: \$4,126 - \$6,096 per month

HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Monday, March 12, 2007 at 5:00 pm

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general supervision coordinates and participates in a variety of activities and functions related to the administration of the Town's risk management program. Responsible for conducting inspections, investigations, consultation and training as well as coordinating claims activities. Ensures the Town is in compliance with Occupational Safety and Health and Administration (O.S.H.A.), Arizona Department of Occupation Safety and health (ADOSH) and related safety and health standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and participates in the development and implementation of Town-wide safety training and loss prevention programs, in the analysis of accident data, and in the initiative of appropriate corrective actions to resolve safety problems.
- Investigates, evaluates and processes claims under the Town's liability program.
- Coordinates claims activities with Town departments, individual employees, contractors and citizens to assure the accuracy, completeness and timeliness of claims information and handling.
- Participates in inspections of Town facilities, equipment and work activities to assure conformance with appropriate safety standards; notes deficiencies, and implements corrective and preventative actions to maintain compliance.
- Investigates accidents to determine causes and preventive measures to be taken to avoid recurrence.

- Consults with and advises departments and Town management on safety, workers' compensation and liability exposure matters.
- Recommends the procurement of and monitors the use and effectiveness of safety equipment.
- Facilitates the development of safe work procedures and guidelines.
- Provides administrative support for human resources staff and employee insurance programs including responding to request for information, providing reports, participating in open enrollment.
- Maintains files, records and information systems related to assigned programs.
- Maintains CDL drivers records and coordinates random drug testing.
- Develops programs, reviews and interpolates loss data, analyses loss data and projects future losses and training needs.
- Maintains training records and coordinates and corresponds to ensure training occurs in a timely manner.
- Drafts and sends out timely safety information to the employee base including safety, health, and near miss accident information.
- Assists the Risk Manager in gathering information to be utilized in the Risk Management process.
- Conducts safety inspections, investigates fatal and non-fatal accidents and vehicle collisions.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business or Public Administration, Occupational Safety or related field is preferred, and three (3) years experience in accident prevention, loss control programs, risk management, and safety training or equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town organization, operations, policies and procedures.
- Knowledge of the principles of contemporary principles and practices of risk management and administration.
- Knowledge of insurance industry including general liability insurance and insurance terminology.
- Knowledge of liability claims investigations, negotiation and settlement methods.
- Knowledge of Arizona Workers' Compensation laws.
- Knowledge of published safety standards and of the provisions of the Federal Occupational Safety and Health Act and related state requirements.
- Skill in developing, coordinating and implementing effective safety education and loss prevention programs.
- Skill in understanding, interpreting and applying relevant Federal, State and Town rules and regulations.
- Skill in assembling data and preparing summaries, analysis, recommendations and reports.
- Skill in maintaining confidentiality of information.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software including MS Office.
- Skill in effective oral and written communication.

Special Requirements: None

Physical Demands / Work Environment: Standard office environment as well as occasional assignments outside.

Reports To: Human Resources Director

Supervision Exercised: None **FLSA Status:** Exempt.